

Self Service “My Biz”

Module I, Chapter 1

Before You Begin

Introduction

The Self Service Employee “My Biz” provides employees the ability to access their DCPDS employment-related information. The following pages provide a brief overview of how to access My Biz.

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Logging into My Biz

To access *My Biz*, navigate to the link provided by your Human Resources Office (HRO) office. The following login screen will display. Enter User Name and Password. The default user name and password will be provided by your servicing HRO.

Official U.S. Government System for Authorized Use Only
 *** WARNING *** WARNING *** WARNING *** WARNING ***

Unauthorized access to this US Government computer system and software is prohibited by Title 18, US Code, Section 1030, "Fraud and Related Activity in connection with Computers." Unauthorized use is a felony, which is punishable by a \$10,000 fine and up to ten years in jail. Do not discuss, enter, transfer, process, or transmit data of greater sensitivity than sensitive-unclassified. Using this system constitutes consent to security testing and monitoring.

Privacy Act Statement
 Authorities: 5 USC 301, Department Regulations; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; and Executive Order 9397.

Purposes:

- To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them.
- To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate.
- To audit user access to ensure that access is only granted to users that are authorized access to the information.

Routine Uses: To a Federal, state, or local agency, as necessary and when the intended disclosure is for a purpose compatible with the purpose for which the information was collected, on personnel and related matters involving the individual about whom the information pertains.

Disclosure: Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.

Username
 Password

[TIP Forgot your password?](#)
[Introducing My Biz and My Workplace](#)

Figure 1

Changing the Default Password

After successfully entering the default user name and password, first time users will be directed to the Change Password window. **NOTE:** If you are a current DCPDS user, use your current user name and password to access the My Biz responsibility.

ORACLE
E-Business Suite

Change Password

Change Password

*Indicates Required Field

*Current Password
 *New Password
 *Re-enter New Password
 *Security Question What is your favorite color
 *Answer
 Email (optional)

TIP Passwords must contain a minimum of nine characters; contain a mix of at least two lowercase letters, two uppercase letters, two numbers, and two special characters and be changed every 60 days.
 Example of Valid Password: EMpg23\$%

Figure 2

Enter the following data elements:

- Old Password – This is your default password
- New Password – Passwords are case sensitive and must contain at least 9-characters using a combination of both upper and lower case letters, and special characters, including at least one of each (e.g., GemPagd2!)
- Repeat New Password
- Security Questions – This question must be answered before continuing, it will be necessary to have completed a security question to reset a forgotten password. Select one of the available questions.

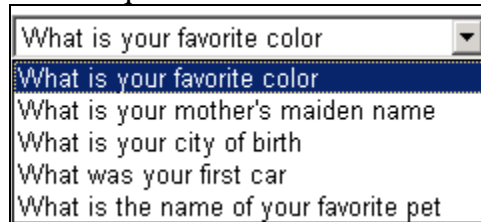



Figure 3

- Answer – The answer provided here will be used to complete user validation if password reset is ever required.
- Email Address – This field is available to current users and will be used for the Self Service Appraisal process.
- To save click the  button.

Resetting My Biz Password

If you forget your 'My Biz' password, the following steps can be used to reset the user account. From the Login screen click the [Forgot your password?](#) link.

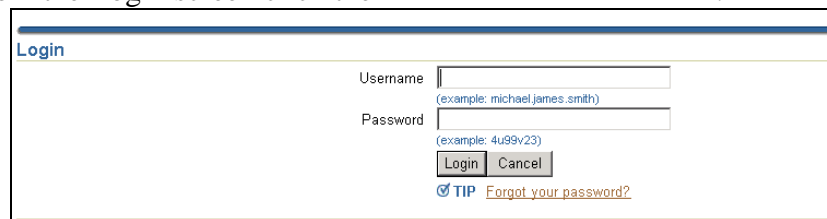
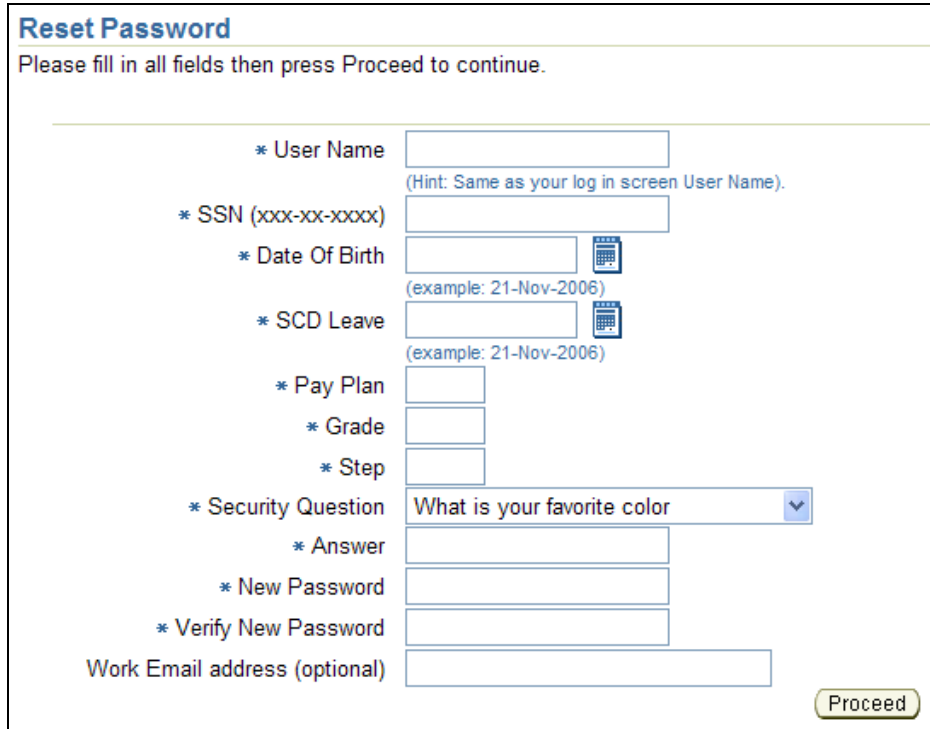


Figure 4

You will be directed to the Reset Password window. To reset a forgotten password you must input the following information:

- Username
- SSN
- Date of Birth
- SCD Leave
- Pay Plan
- Grade
- Step
- Security Question - the security question is the question you answered at the time you first logged into to My Biz when prompted to reset the default password. This question must be answered correctly before you will be allowed to continue the

reset password function. *Users who cannot remember the answer to their security questions will be directed to contact their HRO for help in resetting their password.*





Reset Password

Please fill in all fields then press Proceed to continue.

* User Name
(Hint: Same as your log in screen User Name).

* SSN (xxx-xx-xxxx)


* Date Of Birth 
(example: 21-Nov-2006)

* SCD Leave 
(example: 21-Nov-2006)

* Pay Plan

* Grade

* Step

* Security Question 

* Answer

* New Password

* Verify New Password

Work Email address (optional)

Proceed

Figure 5

Click the **Proceed** button. You will be returned to the main login screen, type in your username and new password to continue.



Login

OFFICIAL U.S. GOVERNMENT SYSTEM FOR AUTHORIZED USE ONLY
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Username

Password

Login

[TIP: Forgot your password?](#)

[Introducing My Biz and My Workplace](#)

Figure 6

After successfully entering the username and password the My Biz “home page” will display.



Figure 7

Navigating in My Biz

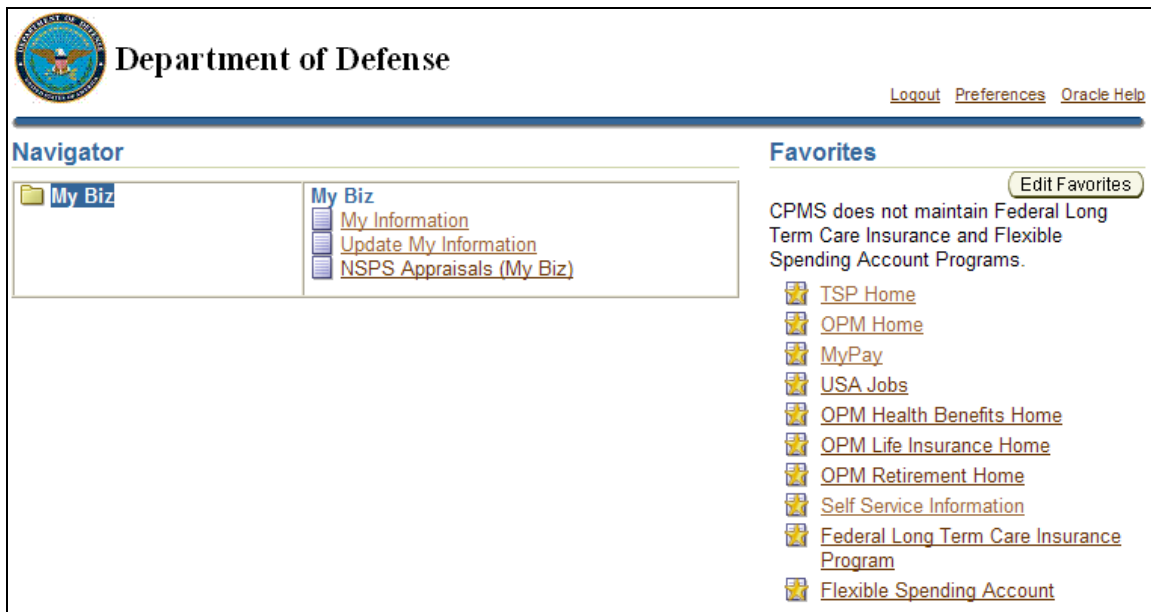



Figure 8

The web page displays with three columns. The left column displays all of the User’s Responsibilities;  **My Biz**

The column in the middle displays the available Functions;

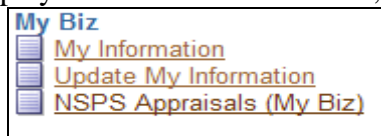


Figure 9

My Information – provides employee with a view of their employment related information

Update My Information – allows employees to update limited employee data

NSPS Appraisals (My Biz) – allows employees to interact with their supervisor during the appraisal process

The column on the right is your stored Favorites.



Figure 10

When navigating within My Biz, users must use appropriate icons, buttons and links to navigate through the screens. The ‘Back’ button must not be used while navigating within My Biz.

Other Features

Home

To return to the homepage from anywhere in the application click [Home](#) link.

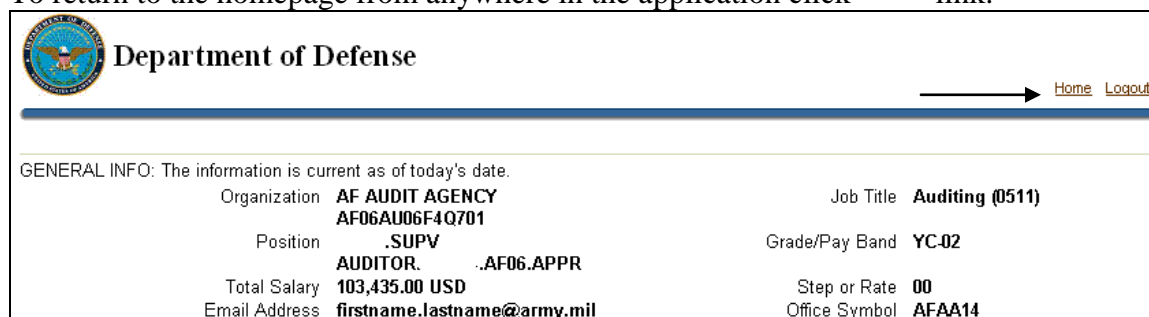


Figure 11

You are returned to the homepage

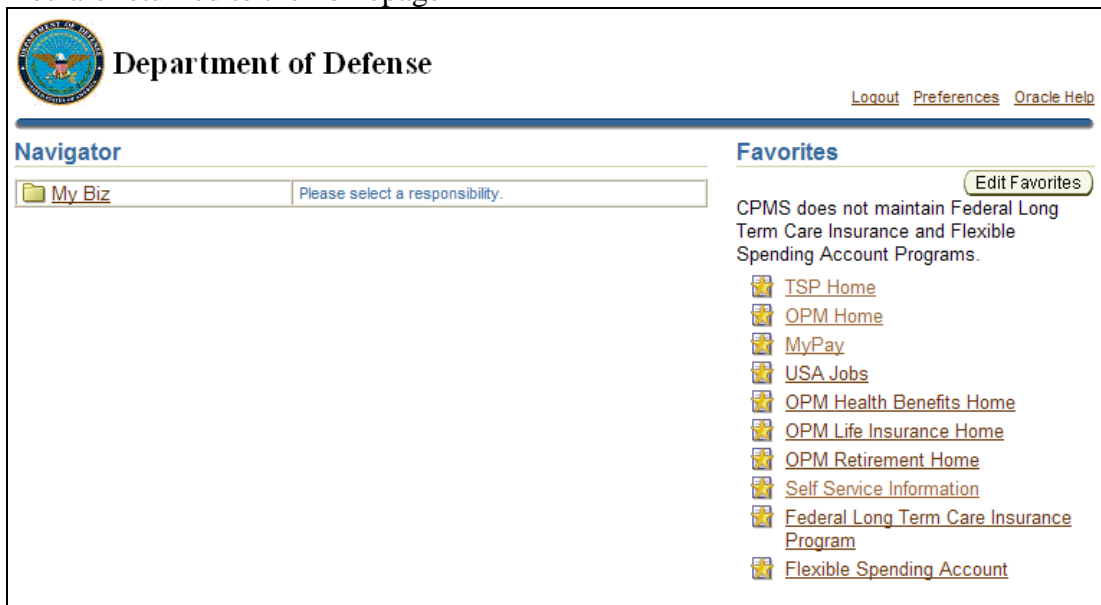


Figure 12

Logging Out of My Biz

To properly logout click the [Logout](#) link at the top or bottom of page.

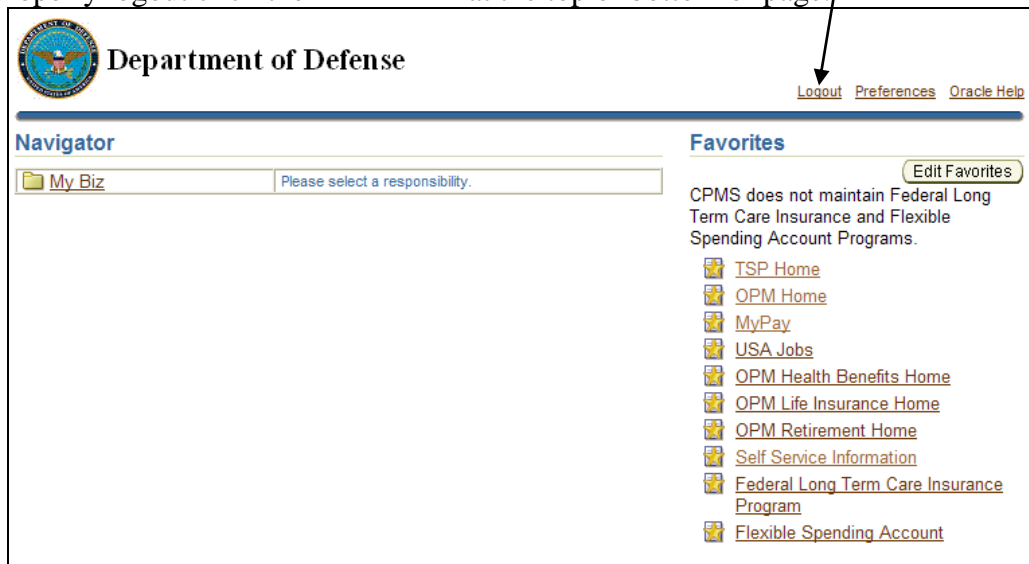


Figure 13

Login

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Username
 Password

[TIP](#) [Forgot your password?](#)
[Introducing My Biz and My Workplace](#)

Figure 14

You are returned to the login screen. To ensure your personal information is protected, close the Internet browser after logout is complete.

Creating Favorites in My Biz

Favorites allow employees to access links to their My Biz homepage for quick access to commonly used sites. Click the **Edit Favorites** button to make changes to your Favorites.

Customize Favorites

Search and Select

Function Prompt Responsibility
 Description

Select	Function Prompt	Description	Menu Hierarchy	Responsibility
	No search conducted.			

Selected to Display

Select Favorites: Previous 1-10 of 11 Next 1

Select All | Select None

Select	Move	Favorite	Description	Responsibility	URL
<input type="checkbox"/>	Up Down	TSP Homepage			www.tsp.gov
<input type="checkbox"/>	Up Down	OPM Homepage			www.opm.gov
<input type="checkbox"/>	Up Down	MyPay			https://mypay.dfas.mil/my
<input type="checkbox"/>	Up Down	USA Jobs			www.usajobs.gov
<input type="checkbox"/>	Up Down	OPM Health Benefits Home			http://www.opm.gov/insure
<input type="checkbox"/>	Up Down	OPM Life Insurance Home			http://www.opm.gov/insure
<input type="checkbox"/>	Up Down	OPM Retirement Homepa			http://www.opm.gov/retire/
<input type="checkbox"/>	Up Down	Self Service Information			http://www.cpms.osd.mil/
<input type="checkbox"/>	Up Down	Federal Long Term Care Ir			www.ltcfed.com
<input type="checkbox"/>	Up Down	Test of link to RBFCU			www.rbfcu.org

Figure 15

To add a “favorite” website, click the **Add URL** button.

Select	Function Prompt	Description	Menu Hierarchy	Responsibility
	No search conducted.			

Selected to Display

Select Favorites: [Remove](#) Previous 1-10 of 12 Next 2

[Select All](#) | [Select None](#)

Select	Move	Favorite	Description	Responsibility	URL
<input type="checkbox"/>	Up Down	TSP Homepage			www.tsp.gov
<input type="checkbox"/>	Up Down	OPM Homepage			www.opm.gov
<input type="checkbox"/>	Up Down	MyPay			https://mypay.dfas.mil/my
<input type="checkbox"/>	Up Down	USA Jobs			www.usajobs.gov
<input type="checkbox"/>	Up Down	OPM Health Benefits Hom			http://www.opm.gov/insure
<input type="checkbox"/>	Up Down	OPM Life Insurance Home			http://www.opm.gov/insure
<input type="checkbox"/>	Up Down	OPM Retirement Homepa			http://www.opm.gov/retire/
<input type="checkbox"/>	Up Down	Self Service Information			http://www.cpms.osd.mil/
<input type="checkbox"/>	Up Down	Federal Long Term Care Ir			www.ltcfeds.com
<input type="checkbox"/>	Up Down				

[Add URL](#)

Select Favorites: [Remove](#) Previous 1-10 of 12 Next 2

[Cancel](#) [Apply](#)

Figure 16

Type the name of the web site you want displayed on your homepage; then type the URL information and click the **Apply** button.

Select	Function Prompt	Description	Menu Hierarchy	Responsibility
	No search conducted.			

Selected to Display

Select Favorites: [Remove](#) Previous 1-10 of 12 Next 2

[Select All](#) | [Select None](#)

Select	Move	Favorite	Description	Responsibility	URL
<input type="checkbox"/>	Up Down	TSP Homepage			www.tsp.gov
<input type="checkbox"/>	Up Down	OPM Homepage			www.opm.gov
<input type="checkbox"/>	Up Down	MyPay			https://mypay.dfas.mil/my
<input type="checkbox"/>	Up Down	USA Jobs			www.usajobs.gov
<input type="checkbox"/>	Up Down	OPM Health Benefits Hom			http://www.opm.gov/insure
<input type="checkbox"/>	Up Down	OPM Life Insurance Home			http://www.opm.gov/insure
<input type="checkbox"/>	Up Down	OPM Retirement Homepa			http://www.opm.gov/retire/
<input type="checkbox"/>	Up Down	Self Service Information			http://www.cpms.osd.mil/
<input type="checkbox"/>	Up Down	Federal Long Term Care Ir			www.ltcfeds.com
<input type="checkbox"/>	Up Down	Federal Register			http://www.opm.gov/fedreg

[Add URL](#)

Select Favorites: [Remove](#) Previous 1-10 of 12 Next 2

[Cancel](#) [Apply](#)

Figure 17

After applying the changes, the homepage displays with the new link under the Favorites column. In this case, Federal Register website has been added to the favorites list.



Figure 18

To access a favorite web site, double click on the link. A Security Alert window will appear, click  to continue.

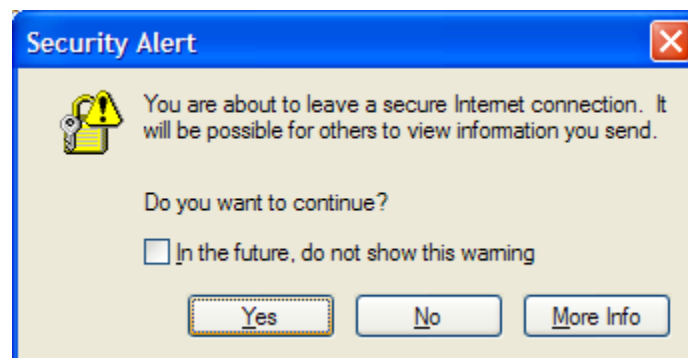


Figure 19

Note: To return to My Biz you must use the Back button.